Rule 3 **FORM No SCC 1**

REPUBLIC OF KENYA

IN THE SMALL CLAIMS COURT AT .....

CLAIM NO ..... OF .....

A.B. ..... **CLAIMANT**

VERSUS

C.D. ..... **RESPONDENT**

STATEMENT OF CLAIM

1. Claimant's Personal Details:

Name: ..... Postal Address: .....

Physical Address: ..... Telephone Contact: .....

Email Address: ..... Nature of Business: .....

Location/Sub-Location/Village .....

☐ Claiming in Person ☐ Claiming as a Representative *(Please tick where appropriate)*

If claiming as a representative, kindly provide the personal details of the person you represent:

Name: ..... Postal Address: .....

Physical Address: ..... Telephone Contact: .....

Email Address: ..... Nature of Business: .....

Location/Sub-Location/Village .....

Give reasons why you claim as a representative, attaching a copy of the written authority (if any):

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2. Respondent's Personal Details:

Name: ..... Postal Address: .....

Physical Address: ..... Telephone Contact: .....

Email Address: ..... Nature of Business: .....

Location/Sub-Location/Village .....

Legal Status of the Respondent *(Please tick where appropriate)*

☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Company ☐ Cooperative ☐ State Department

If you need more space for details of additional parties, you can write on the back of this page.

3. Nature of Claim

(Please tick where appropriate)

☐ Goods sold and delivered on or about the ..... day of ..... 20..... (give date) to the value of Kshs .....

☐ Services rendered on or about the ..... day of ..... 20..... to the value of Kshs .....

☐ A contract relating to money had and received on or about the ..... day of ..... 20..... in the sum of Kshs .....

☐ Compensation for loss or damage to property which occurred on or about the ..... day of ..... 20..... valued at Kshs .....

☐ Compensation for personal injury which occurred on or about the ..... day of ..... 20.....

4. Briefly explain the circumstances under which the claim arose, and attach documents (if any) in support of your claim.

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5. What is the Remedy/Relief sought?

(Please tick where appropriate)

☐ Judgment in the sum of Kshs .....

☐ Compensation (to be determined by the Court)

☐ Costs of the claim (to be assessed by the Court)

☐ Other appropriate relief (briefly explain):

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By filing this claim, I (the Claimant) hereby waive and forfeit the recovery of all sums in excess of Kshs 1,000,000, excluding costs and interest.

Name of Claimant ..... Signature of Claimant .....

Declaration

I declare that the information given above is true.

Name of Claimant ..... Signature of Claimant .....

Dated this ..... day of ..... 20.....

Acknowledgement of Service

I acknowledge service of this Statement of Claim delivered to me, with evidential documents attached, on .....

Name of Respondent ..... Signature of Respondent .....

For Official Use Only

This Claim was filed on the ..... day of ..... 20.....

Signed .....
(Registrar)

Rule 9 **FORM No SCC 2**

REPUBLIC OF KENYA

IN THE SMALL CLAIMS COURT AT .....

CLAIM NO ..... OF .....

A.B. ..... **CLAIMANT**

VERSUS

C.D. ..... **RESPONDENT**

RESPONSE TO STATEMENT OF CLAIM

1. Claimant's Personal Details

Name: ..... Postal Address: .....

Physical Address: ..... Telephone Contact: .....

Email Address: ..... Nature of Business: .....

Location/Sub-Location/Village .....

2. Respondent's Personal Details

Name: ..... Postal Address: .....

Physical Address: ..... Telephone Contact: .....

Email Address: ..... Nature of Business: .....

Location/Sub-Location/Village .....

3. Response to Statement of Claim

In response to the Statement of Claim dated the ..... day of ..... 20....., the Respondent states as follows:

(Please tick where appropriate)

☐ The Respondent does not owe the Claimant any money.

☐ The Respondent owes the Claimant only a portion of the amount claimed in the Statement of Claim amounting to Kshs ..... (state the amount admitted).

☐ The Respondent admits the whole of the Claimant's claim.

☐ The Respondent has paid to the Claimant all the sum claimed in the Statement of Claim.

☐ It is the Claimant who owes the Respondent a sum of Kshs ..... on account of ..... (explain the basis on which the Claimant owes the amount stated).

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☐ If the response is a denial of the whole or part of the claim, give reasons why the claim is denied (explain briefly):

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4. In addition to the Respondent's response in paragraph 3 above, the Respondent states that this claim *(Please tick where appropriate)*

☐ Is filed in the right Court.

☐ Is filed in the wrong Court and should be transferred to the Small Claims Court at .....

5. Counterclaim

Without prejudice to the Respondent's response in paragraphs 3 and 4, the Respondent counterclaims against the Claimant the sum of Kshs ..... on account of .....

(State the amount of the counterclaim and the grounds on which the counterclaim is based.)

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6. Set-Off

While admitting the Claimant's claim in the sum of Kshs ....., the Respondent states they are entitled to a set-off in the sum of Kshs ..... on account of .....

(State the amount sought to be set off and the reasons for the set-off.)

7. Claim against Third Party

The Respondent denies the Claimant's claim and states that the person named below ("the Third Party") is liable to the Claimant on the grounds set out in the attached Third Party Notice.

Name of Third Party ..... Postal Address .....

Telephone Contact ..... Email Address .....

Location/Sub-Location/Village .....

8. Remedy/Relief Sought

The Respondent requests the Court to *(Please tick where appropriate)*

☐ Dismiss the Claimant's claim with costs to the Respondent.

☐ Enter judgment in favour of the Claimant against the Respondent in the sum of Kshs .....

☐ Enter judgment in favour of the Respondent against the Claimant on the counterclaim/set-off in the sum of Kshs .....

☐ Enter judgment in favour of the Claimant against the Third Party in the sum of Kshs .....

Declaration

I declare that the information given above is true.

Name of Respondent ..... Signature of Respondent .....

Dated this ..... day of ..... 20.....

Acknowledgement of Service

I acknowledge service of this Response to Statement of Claim delivered to me, with evidential documents attached, on .....

Name of Claimant ..... Signature of Claimant .....

For Official Use Only

This Response to Statement of Claim was filed on the ..... day of ..... 20.....

Signed .....

(Registrar)